



County of Santa Cruz

HOUSING ADVISORY COMMISSION

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[https://cdi.santacruzcountycalifornia.gov/Planning/Housing/HousingAdvisoryCommission\(HAC\).aspx](https://cdi.santacruzcountycalifornia.gov/Planning/Housing/HousingAdvisoryCommission(HAC).aspx)

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BY-LAWS

June 2026

The Housing Advisory Commission (HAC) was established by the Santa Cruz County Board of Supervisors as authorized by Government Code Section 31000.1, in compliance with Chapters [2.38](#) and [2.94](#) of the Santa Cruz County Code (SCCC). Procedures for the conduct of business by the Housing Advisory Commission (hereinafter the "Commission") not specified in those Chapters are contained in these By-Laws.

1. POWERS AND DUTIES OF THE COMMISSION

The powers and duties of the Commission shall be consistent with SCCC Chapter 2.94.

2. MEMBERSHIP

The Commission shall consist of nine or eleven (11) voting members appointed by the Board of Supervisors, as further described in SCCC §2.94.020.

3. ORGANIZATION AND PROCEDURES

- a) The Commission shall comply in all respects with SCCC §2.38.110 through §2.38.280.
- b) Staff Support. The Planning Division of the Community Development and Infrastructure (CDI) Department shall provide staff support for the Commission. The CDI Assistant Director for Policy Planning, Housing and Code Enforcement, or their designated representative, shall serve as the Administrative Secretary (hereinafter, "Staff Liaison") to the Commission, and shall prepare all minutes and other required reports submitted to the Board of Supervisors by the Commission.

4. MEETINGS AND AGENDAS

- a) There shall be at least two (2) and no more than six (6) meetings of the Commission per calendar year. Meetings generally fall on the first Wednesday of every other month starting in January of each year, for a maximum of six (6) annual Regular Meetings. Meetings generally commence at 1:00 p.m. and last until 2:30 p.m., unless another time is

necessary to secure a meeting room or a quorum. Regular meetings may be cancelled or rescheduled to a different date as warranted by special circumstances, such as holidays, lack of a quorum, or lack of business. The Commission may also hold special meetings as set forth below.

- b) A Work Plan designating the time and place of the regular meetings for the forthcoming two calendar years shall be determined by a majority of the members through approval by the Commission at the last meeting (generally in November) of each odd-numbered year.
- c) All meetings shall comply with the requirements of SCCC §2.38.130 including the limitations on executive or closed sessions specified therein.
- d) The official agenda for each meeting shall be prepared in accordance with applicable law by the designated Staff Liaison. The Staff Liaison may consult with or seek input from the Chair, or in the Chair's absence or unavailability, the Vice Chair, during the preparation of the agenda. The Staff Liaison is also responsible for ensuring the official meeting agenda is properly noticed and posted according to law. Official minutes recording the motions entertained and actions taken at each commission or meeting shall be prepared by the Staff Liaison or designee, submitted to the Board of Supervisors, and posted according to law.
- e) The public shall be notified in advance of the time and place of regular and special meetings. Regular and Special Meetings shall comply with the requirements of the Brown Act (Government Code §54950).
- f) At a minimum, the following items should be posted on the County's website and to the County's Brown Act posting boards, and shared with each Commissioner no less than seventy-two (72) hours prior to each meeting:
 - i. The meeting agenda
 - ii. Any written material to be discussed at the meeting
 - iii. Action Minutes from the prior meeting
- g) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights, or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take

immediate action and that the need for action came to the attention of the County after the agenda was posted.

- h) Special meetings may be scheduled in accordance with Brown Act requirements and County Code. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be sent to each Commission member and made publicly available by posting the agenda on the County's website and Brown Act boards. No business other than that listed on the agenda shall be considered at a special meeting.
- i) No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religion, color, national origin, ancestry, sex, sexual preference, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities, or where members of the public may not be present without making payment or purchase.
- j) Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will allow a time for public comment on items not on the agenda, provided the subject matter is within the purview of the Commission, at the beginning of each regular meeting agenda, subject to a time limit of three (3) minutes for each speaker. The Chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public comment on a particular item, or the total amount of time allotted for public comment on items not on the agenda. When further discussion is required, the Commission may vote to agendaize the matter for discussion at the following meeting. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.
- k) The meetings will generally be conducted in accordance with the Rosenberg's Rules of Order, unless otherwise specified by the authorizing legislation or by-laws of this Commission.

5. VOTING

- a) All official acts of the Commission shall comply with SCCC Section 2.38.150 related to Quorum.

- b) Each member shall comply with the conflict of interest requirements of State law and SCCC §2.38.270, including a requirement that each member file a Statement of Economic Interest financial disclosure (Form 700) annually with the State.
- c) Members shall comply with SCCC §2.38.270(D). Any member that determines that they have a conflict of interest on an item under consideration by the Commission shall recuse themselves from discussing or voting on the item, or influencing the vote of other members.

6. OFFICERS

- a) The officers of the Commission are the Chair and the Vice Chair.
- b) The duties of the Chair are to preside over meetings, discuss agendas with Commission staff, represent the Commission, and be responsible for communication with the Board of Supervisors. A Vice-Chair shall assume these same duties in the absence of the Chair.
- c) Officers shall be elected annually by a majority of members present at the July meeting, or if the Commission does not meet in July, at the following meeting. Nominations for officers may be made by any commissioner present at the meeting when the election is being held.
- d) Officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year "sit-out" period.

7. SUB-COMMITTEES

- a) Sub-committees may be appointed as needed by the Chair with the majority approval of the Commission and in compliance with SCCC §2.38.230. The Chair, with the majority approval of the Commission, shall terminate each sub-committee when its function is no longer necessary.
- b) The Commission Chair shall report the name, purpose, and membership of each standing sub-committee established to assist the Commission for longer than six (6) months.
- c) All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing sub-committees of the Commission with either a continuing subject jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

8. REPORTS

Regular reports on the status of the Commission will be provided to the County Board of Supervisors as required by SCCC §2.38.170.

9. QUORUM

A quorum for the Commission shall be a majority of the membership (consisting of all seats to which there is an appointee, but not including Alternates), as further set forth in SCCC §2.38.150.

10. TERM OF OFFICE

Each district-specific member or alternate shall serve for a term of four years commencing on April 1st of the year in which the member's nominating Supervisor begins a full term. At-large members shall serve a term of four years commencing on April 1st of the year in which they were appointed. If a member is unable to serve out their term, they shall file a written resignation letter with the Clerk of the Board, with a copy to the Staff Liaison, in a timely manner.

11. VACANCIES

Unscheduled and scheduled vacancies are defined in and shall be handled as set forth in SCCC §2.38.200. Attendance at meetings shall be recorded in the minutes by the Staff Liaison as Present, Absent, or Excused Absence. Absences may be recorded as Excused if the Member has notified the Staff Liaison of their inability to attend the meeting at least two weeks prior to the meeting date, and (if applicable) has arranged for their Alternate Member to attend the meeting in their place.

12. APPROVAL OF BY-LAWS

These by-laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to SCCC §2.38.140.

13. AMENDMENTS TO BY-LAWS

Amendments to the by-laws may be recommended to the Board of Supervisors by a majority vote of the Commission. Proposed amendments to the by-laws shall be provided in writing to the Chair and Staff Liaison not less than three weeks prior to the meeting at which a vote on said amendments is to be taken.

APPROVED BY THE HOUSING ADVISORY COMMISSION ON [*Date*].

APPROVED BY THE BOARD OF SUPERVISORS ON [*Date*].